



RERE SCHOOL *'Flying High'*

Bus Procedure

Caregivers are responsible for getting students to and from school each day. However, in some circumstances parents/caregivers face difficulties getting students to and from school because of distance or a lack of public transport where they live. Being an isolated rural community Rere has no Ministry contracted school bus routes.

Directly Resourced School:

The Rere School Board of Trustees are funded directly from the Ministry of Education. The amount of funding is based on the Ministry-designed bus route. The Ministry of Education only fund travel along main roads. Extensions may be approved along main or side roads not currently travelled by the route if:

- 🚗 there are four or more eligible students living on or around the road that the extension is being sought for; and
- 🚗 the distance to the home of the furthest eligible student is at least 2.4km from the road the bus currently travels along.

Directly resourced schools can arrange their own bus service and run buses along whatever bus route they choose – so long as they comply with their funding agreement.

The Friends of Rere Bus Group won the tender to supply Rere School with its transport needs in 2017. This contract can be renewed three yearly.

The Bus Group provide two buses to support parents/caregivers with transporting children to school. The buses run both morning and afternoon. There is currently no cost to students. Currently all the children travel to school by bus, with three bus runs serving the school. These are:

- 🚗 Eastwood Hill Run - This run is a cost to the school community as we are not funded.
- 🚗 Wharekopae Run – Route 5066. This run is currently funded from the school gate to Mutuera Road
- 🚗 Tahunga Run/Waimaha – Route 5210. This run is currently funded from the school gate to Pehiri Road. Waimaha Road is not included in our funding agreement. Parents/caregivers would be entitled to a conveyancing allowance to drive their child/ren to the Taumata/ Waimaha junction.

Eligibility

To be eligible to travel on the buses students need to meet the Ministry of Education requirements:

- 🗺️ Students from Years 1–8 must live at least 3.2km from their closest appropriate school. The distance is from the student’s home roadside gate to their closest appropriate school’s front gate:
- 🗺️ Students need to be living within our Transport Entitlement Zone which is;
Eastwood Hill- 2421 Wharekopae Road
Wharekopae Road – 932 Tahora Road
Taumata Road – 2307 Pehiri Road

Children must be five and enrolled at school to travel on the school buses.

Rere School is responsible for ensuring children get safely onto school buses. This requires that parents/caregivers of children travelling on all school buses to fill out a form the clearly outlines for the school:

- 🗺️ The child(ren)’s full name(s)
- 🗺️ Emergency contact details
- 🗺️ What days of the week the child will travel
- 🗺️ What bus they will be taking
- 🗺️ Where their child will get off the bus
- 🗺️ What the arrangements for their child(ren) are at the other end of the journey

If children will not be travelling on the school bus any particular day parents need to notify the bus driver by 7am for the morning run and the school office prior to 12pm of that school day for the afternoon run, otherwise the school will assume arrangements are to be followed as usual. The 12 noon time allows Office staff, to complete the necessary paper work prior to buses leaving that afternoon, and update the day’s bus roll.

Bus rolls are kept at the counter in the office. Forms for extra children travelling on the bus or for children not travelling that day will be attached to the bus roll each day. The bus controller will check children off on the bus rolls each afternoon before they travel on the bus.

The bus driver will receive the forms pertaining to extra children travelling so s/he knows where to let children off the bus and who is expected to meet them.

A representative of the Bus Group travel each bus route once a term to review the route and check the places all children get on and off the bus.

Parents and caregivers will receive a copy of bus procedures and can also access these on the school website www.rere.school.nz when they book their child in to use this service. All new parents to school will receive a copy of the bus procedures and the Code of Conduct.

Meeting and Boarding Buses:

- 🚌 Parents, when dropping children off at the bus stop by car, will park and walk with them to the bus stop, especially in the early days to point out safe actions.
- 🚌 Children need to wait in the designated place - well back from the road.
- 🚌 They wait until the bus has stopped before approaching the bus.
- 🚌 Carrying bags in front of them means the bag will not get caught in the door.

Getting off the Bus:

- 🚌 Children are to stay seated until the bus has stopped.
- 🚌 Carrying bags in front of them means the bag will not get caught in the door.
- 🚌 Get off the bus carefully without pushing
- 🚌 Wait well back from the road until the bus has moved well away
- 🚌 If you need to cross, find a safe place, wait until the bus has moved away and you can see clearly up and down the road.
- 🚌 Junior School children must be met by a parent/caregiver at the bus stop.

Parents can support their children by:

- 🚌 Spending time with children to help them understand how they can keep themselves safe and how they are expected to behave on the bus.
- 🚌 Parents dropping off children or picking them up at the bus stop, endeavour to be on the same side of the road as the bus stop, rather than parking across the road. Many accidents have been had by children crossing the road in front of a bus and the driver hasn't seen properly.
- 🚌 Please think safe! Not blocking children's line of sight if they have to cross roads, modelling safe behaviours, allowing the bus plenty of room to pull in and out.

Getting on the Bus at School

- 🚌 Teachers will check names off the appropriate roll.
- 🚌 Teachers will escort bus lines to correct bus and supervise seating arrangements.

Bus Behaviour Expectations

Students travelling on a bus may continue to do so while they behave in a reasonable and safe manner. On enrolment all children are given a Bus Code of Conduct. This is an agreement signed by the student, parent/caregiver, representative of the bus group and the principal. The Code of Conduct sets out the behaviour that is expected of students using buses to help make sure the bus is a safe place for everyone. Children are not to engage in any behaviour that could put other passengers, the driver, or themselves at risk.

All children who travel on buses for specific school events or to attend Technology lessons when in Years 7 and 8, will be expected to adhere to the Bus Code of Conduct. Children are to listen to and follow the requirements and instructions of the bus driver, teachers and bus monitors at all times.

Process for dealing with behaviour incidents is as follows:

- 🚌 Generally the bus driver will deal with minor behaviour issues. (Stage 1)
- 🚌 Repeated minor offences, serious misbehaviour or unsafe behaviour will be reported by the driver to the bus service supervisor who will notify the school. (Stage 2)
- 🚌 Parents will be informed of incidents at Stage 2 by the bus controller.(the Principal)
- 🚌 Further incidents of misbehaviour may result in a stand-down from the bus for a specified time (e.g. two weeks) or removal of bus privileges altogether in extreme cases.

Bus Controllers

A school's bus controller plays a vital role in the provision of school transport. Bus controllers are the main point of contact within a school for transport for caregivers and are responsible for bus route administration and safety for their school. In our context a representative of the Bus Group supports the bus controller in this role.

The bus controller for Rere School is The Principal. If you wish to discuss any aspect of the buses please arrange a time, either through the office or via email. The office staff deal with bus inquiries and can advise on bus times, plus organise getting your child started on the bus.

Bus Monitors

We do not currently have bus monitors with all our responsible and reliable senior students expected to assist students, teachers and the bus driver. Should we have bus monitors in the future they would be:

- 👤 Senior students
- 👤 Responsible and reliable
- 👤 Near the end of the run - so they are on the bus for the full run (as much as possible)

In agreement to taking on the role of bus monitor the bus monitors will:

- 👤 Have permission from a parent/caregiver
- 👤 Be trained in their duties
- 👤 The bus monitors responsibilities are to communicate with teachers on bus behaviour, procedures and concerns
- 👤 Assist new students

Frequently Asked Questions...

How do I get my child registered on the bus?

Contact the school office staff.
Collect the bus information from the office.
Fill in the correct documentation available from the office.

What to do if my child is not travelling on the bus in the morning?

Phone the relevant bus driver by 7am so that they are not waiting for your child/ren at your stop.

What do I do if my child is not travelling on the bus in the afternoon?

Either phone, pop in to the office, or send a note to school with your child so they can be marked off the bus roll. **The office needs to be advised of this by 12pm or your child will be expected to travel on the bus.** If your child is sick, their name will be removed from the list as part of the absentee procedure.

If you wish your child to stay at school for pick up rather than going home on the bus please advise the office as early as possible in the day. It **MUST** be before 12pm.

What if my child wants to bring a friend home on the bus to play?

We must have permission (verbally or written) from the other child's parents given to the office or bus controller.
You must check with the bus driver that there is room available on the bus. If it is full, friends will not be able to travel.

What if I want my child to go on a different bus or on another day as a one off instance?

As in the question directly above, you need to notify the office and there must be room on the bus.

What happens if there is an accident?

As soon as the school is aware of any incident they will make immediate contact with parents to advise of the situation and the procedures in place.

How do I know what time the bus comes in the morning or after school?

You will be notified by the bus drivers of your pick up and drop off times. A timetable is sent out with the newsletter at the beginning of each new term. A timetable is available at the School Office and is also available on the website www.rere.school.nz. The Friends of Rere bus group will also be able to help you.

How do I know if I am eligible for a conveyancing allowance?

If a student travels the full distance from home to school every day by private vehicle, or travels more than 2.4km to the school bus stop, their parent/caregiver may be eligible for a conveyance allowance.